

Town of Wasaga Beach



JOB DESCRIPTION

Department: Treasury	Division: Administration
Effective Date: January 1, 2011	Revision Date: September 18, 2024
Approved By: Manager, Finance	Wage Range: \$36.05 - \$42.45
Hours of Work: 35 Hrs	Value Group: Group 5

JOB TITLE:

Accounts Payable / Accounts Receivable Clerk

REPORTS TO:

Manager, Finance

SUBORDINATE POSITIONS:

None

JOB PURPOSE:

To provide support to the Treasury Department in accounts payable and accounts receivable activities and other treasury related duties.

TASKS:

% of Time

1. Accounts Payable

45%

- Sort invoices, organize and prepare for Department Head's authorization and coding;
- Price check, Admin invoices and assign GL Codes; code recurring accounts; set up new vendors and banking information for EFT payments;
- Reviews all invoices submitted for payment for inclusion of GL coding and appropriate approvals are in compliance with the Town Procurement Policy;
- Input invoices into accounting software for all departments; track pre authorized bank payments and balance to the bank account; process cheques and EFT; scan and file all processed invoices;
- Contact departments to verify information; contact suppliers regarding discrepancies;
- Monthly reconcile the general ledger to the Accounts Payable sub-ledgers and balance as required;

- Accurately sets up and maintains vendor files and vendor database including vendor's banking information;
- Review of monthly supplier's statements of account;
- Prepare monthly Council cheque register Coordinated Committee and Summary for Council.

2. Accounts Receivable Billing

35%

- Input data to produce invoices; mail/email invoices to customers; scan and file all processed invoices;
- Adjust customer accounts when authorized by the Manager, Finance or the CFO/Treasurer;
- Issue statements, prepare and issue collection letters;
- Month-end balancing to GL;
- Advise supervisor/departments of accounts that are seriously overdue;
- Collection activities as directed by the Manager, Finance.

3. Purchasing

10%

- Order office supplies;
- Obtain quotes for office furniture and large stationery orders for Treasury;
- Ensure adherence to purchasing policy and review and verify tenders;
- Manage petty cash activities as custodian for the administration petty cash.

4. Other

10%

- Assist with journal entries and other miscellaneous accounting duties as required;
- Assist with phone coverage;
- Perform other duties as may be assigned.

QUALIFICATIONS / EDUCATION:

- Completion of a three (3) year college or specialized program in Business, Accounting or related discipline;
- Excellent interpersonal and public relations skills;
- Experience in collections;
- Proven analytical and problem solving skills;
- Good attention to detail and strong organizational skills;
- Computer skills in Microsoft Office (Excel and Word) and financial applications;
- Excellent written communication skills to prepare e-mails/correspondence;
- Ability to provide an appropriate criminal records check;
- Ability to work with and contribute positively to a service oriented team.

PROFESSIONAL DESIGNATION:

- N/A

EXPERIENCE:

Three (3) months previous related job experience, three (3) months on the job, six (6) months total relevant experience.

ACKNOWLEDGEMENT OF RECEIPT:

Please print and sign name.

Employee

Date

HR/Manager

Date

Department Head

Date